

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 91-01.E

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Subject:

DATE: 03/29/90

Sunset Review:

PRACTICAL EXERCISE PERFORMANCE  
REQUIREMENTS AND MEDICAL SCREENING OF  
STUDENTS AT THE FEDERAL LAW ENFORCEMENT TRAINING CENTER

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1. PURPOSE. This Directive establishes the Practical Exercise Performance Requirement (PEPR) policy set by the Board of Directors and assigns the responsibility for medical screening of all students scheduled for Basic programs or for all other Center or Agency Advanced programs which receive instruction in courses taught by the Federal Law Enforcement Training Center for which the PEPR's apply.
2. SCOPE. This Directive applies to all students entered in all Basic and certain Center or Agency Advanced programs which receive instruction in courses taught by the Center for which the Practical Exercise Performance Requirements (PEPR's) apply and to personnel who are involved with student services and training.
3. CANCELLATION. FLETC Directive No. 70-10.C, Medical Screening of Students at the Federal Law Enforcement Training Center, dated May 11, 1982, and FLETC Directive No. 91-01.E, Practical Exercise Performance Requirements, dated October 3, 1988.
4. BACKGROUND. The Board of Directors approved a revised Practical Exercise Performance Requirement (PEPR) policy on February 1, 1984. A major provision of the policy requires that the Center establish and implement procedures for processing requests for exceptions to the specific PEPR's which have been established for each training program.
5. DEFINITIONS.
  - a. Practical Exercise Performance Requirement - A statement of a physical demand or task required for successful completion of a training requirement which is an integral part of a Center training program.

b. Request for Waiver - A participating organization initiated request for an exception to the established PEPR's, which would permit a student to remain in training in a non-diploma/non-certificate status.

c. Interim Waiver Approval - A temporary classification assigned to a verbal request for waiver, pending receipt of the written request.

d. Non-Diploma/Non-Certificate Status - A classification assigned to a student following the Center's approval of the participating organization's request for a waiver of specific PEPR's.

e. Practical Exercise - A training/evaluation situation in which students, under the supervision/evaluation of an instructor, participate in a law enforcement related scenario or perform a law enforcement related skill which is graded and must be satisfactorily performed to receive a graduation certificate or diploma.

6. POLICY. It is the policy of the Federal Law Enforcement Training Center (FLETC) that all students scheduled to participate in training-related physical activity receive medical screening prior to engaging in such activity. Furthermore, those students who, as a result of medical screening, require consultation with the Center Physician will be exempted from physical activity until seen by the physician. After examination by the Center Physician, the case of any student who is found to be medically unqualified to perform the Practical Exercise Performance Requirements (PEPR's) will be referred within one business day to the appropriate Program Manager for disposition. This referral will include a medical opinion from the Health Unit as to when and/or if the student will be able to perform the stated PEPR's for that program. Consultation with the physician will always be necessary for students currently taking certain medications, those with previous illnesses or conditions, and those with elevated blood pressure readings.

## 7. REFERENCES

- a. FLETC Directive No. 66-30.A, Student Absence and Leave
- b. FLETC Directive No. 67-92, Health Services
- c. FLETC Directive No. 70-10.D, Students Exhibiting Serious Behavioral Problems

## 8. RESPONSIBILITIES

a. Scheduling and Allocation Division - The time and location of the medical screening will be scheduled by the Scheduling and Allocation Division in coordination with the FLETC Health Unit. Medical screening of students will be scheduled and

conducted prior to commencement of any training for the Program requiring medical screening.

b. Students - Incoming students will be required to complete the Health Questionnaire, FTC-PER-15 (Attachment 1) provided in the registration packet and submit the completed form to the nurse at the time of the medical screening.

c. Center Nurses - For the programs requiring medical screening, the Center nurses are responsible for:

(1) Screening of each student and reviewing his/her Health Questionnaire to determine if the student needs to be examined by the physician.

(2) Preparing the Training Restriction Notice, FTC-PER-46 (Attachment 2) advising the appropriate Program Manager of the student's prohibition to participate in physical activities pending clearance by the Center Physician. A completed training restriction notice will be forwarded to the Program Manager within 24 hours, but advance telephone contact with the Program Manager will be accomplished when the student's training schedule indicates participation within 24 - 48 hours.

(3) Preparing the Training Restriction Modification/ Cancellation Notice, FTC-PER-47 (Attachment 3) advising the appropriate Program Manager of any program modifications or restrictions recommended by the physician.

(4) Noting on the Training Restriction Modification/ Cancellation Notice, FTC-PER-47, the date and name of all staff personnel advised of the student's ,restrictions and recording it in the student's health record.

d. Medical Officer - The Center Physician is responsible for:

(1) Consulting with those students selected during the medical screening for further examination and evaluation.

(2) Determining which, if any, program requirements the student is unable to accomplish and, after consultation with the appropriate Program Manager, making medical restrictions.

(3) When necessary, making referral outside the Health Unit for expert evaluation by medical specialists for those students unable to accomplish program requirements and who may be terminated from training.

(4) Recording the determination in the student's health record.

(5) Forwarding a copy of the Practical Exercise Performance Requirements (Attachments 4 - 29) with the Medical Officer's evaluation to the Program Manager, to advise of restrictions affecting the student's ability to participate in different

areas of Physical Techniques Division, Driver and Marine Division and/or Firearms Division courses, or any required practical exercises.

(6) If there is doubt in the opinion of the Center Physician whether or not a student can successfully complete the PEPR's, a review of the issue should be immediately scheduled. This review should be accomplished by the Center Physician, the Program Manager, Athletic Trainer, and the Division Chief(s) responsible for the courses affected. If a consensus decision cannot be reached at that level, the issue should be immediately brought to the attention of the Assistant Director of Administration and the appropriate Assistant Director of OGT or OST (whichever is responsible for the program in which the student is enrolled).

e. Athletic Trainer - The Athletic Trainer will provide treatment and rehabilitation as directed by the Health Unit and consult with the Program Manager and Center Physician concerning additional modifications/restrictions which may be required.

f. Program Managers - Are responsible for:

(1) Identifying and establishing Practical Exercise Performance Requirements (PEPR's) for each training program. Periodic reviews of PEPR's will be conducted in concert with the participating organizations, as part of the regular curriculum review process.

(2) Reviewing the program PEPR's at each new class orientation.

(3) Distributing to each participating organization the PEPR's for training programs or courses presented by the Center which are attended by that organization's personnel. This distribution will also include student registration, Health Unit, and on-site representatives.

A copy of the PEPR's also will be included in the arriving students' orientation/registration package, and should be reviewed prior to the health and medical screening.

(4) Determining which Center Basic or Center or Agency Advanced programs receiving instruction in courses taught by the Center for which the PEPR's apply, will require medical screening.

(5) Determining which program modifications and/or restrictions are necessary for student participation in training, based upon input concerning the student's medical condition provided by the Center Physician.

(6) Advising students, participating organizations, and appropriate training Divisions of program modifications, restrictions, and/or medical referrals required for participation in training. Time lost because of modifications and/or restrictions from training may not be made up except as outlined in FLETC Directive No. 66-30.A, Student Absence and Leave. Medical referrals shall be resolved before the student will be allowed to participate in training. Program managers will coordinate such efforts with the appropriate participating organization. Costs for such referrals shall be borne by the agency and/or student.

g. Participating Organizations - The participating organization shall reproduce and provide a copy of the PEPR's to each prospective student in advance of scheduled attendance at FLETC. Each recipient should be advised to review the PEPR's and notify the employing organization of any condition which would preclude successful completion of the required performance.

Participating Organizations should ensure that prospective students scheduled to attend Basic, Center Advanced, or Agency Advanced Programs which receive instruction in courses taught by the Center for which PEPR's have been established, are free from any condition which would preclude successful completion of the required performance.

9. WAIVERS. Participating organizations may, in accordance with the following procedures, request a waiver of Practical Exercise Performance Requirements PEPR's for a Center-conducted training program, or an Agency Advanced program which receives instruction in courses taught by the Center for which the PEPR's apply, so that a student may attend in a non-diploma/non-certificate (audit) status.

a. Upon verbal request from the organization, supported by justification and directed through the Program Manager, the Office Director having responsibility for the applicable program may grant an Interim Waiver which will be valid for up to 10 calendar days pending receipt of a written request.

b. Written requests to the appropriate Office Director for waivers must be initiated by the head of the organization (or designated representative) and must include the reasons which justify the exception. Requests must also contain a statement that the individual will not be assigned law enforcement functions in areas in which training was not provided.

c. Students will automatically be removed from training at the end of the 10-day Interim Waiver period if the written request for waiver is not received.

d. The Program Manager will make a recommendation to the appropriate Office Director on whether to approve or disapprove the verbally and/or written requested waivers.

e. Waivers will be approved only in exceptional cases and each case will be evaluated on its own merits.

f. If the student is permitted to remain in training, either on Interim Waiver or final approved waiver, the appropriate Program Manager will inform the student of his/her non-diploma/non-certificate status.

10. TERMINATIONS. Termination from training may result for students physically or mentally incapable of SAFE participation in training programs, regardless of when in the program the particular condition becomes known. Termination from training may also result for students who intentionally misrepresent their responses to the questions asked on the Health Questionnaire, FTC-PER-15. Any student who is prohibited from participating in mandatory training requirements will be notified by the Program Manager of his/her automatic ineligibility for a diploma/certificate. Any student who is dismissed from training for an inability to fully participate in mandatory training requirements, and for whom a waiver was not granted by the Center, may be readmitted to further Center training only after the sponsoring organization submits an appropriate medical statement certifying the student's ability to fully participate in training. Such certifications must receive the concurrence of the Center's Physician.

11. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Administration.

Charles F. Rinkevich  
Director

Attachments (29)

Note: Attachments are listed on next page and may be obtained from the Health Unit

AttachmentsAttachment  
NumberTitle

1	Health Questionnaire
2	Training Restriction Notice
3	Training Restriction Modification/Cancellation Notice
4-29	Practical Exercise Performance Requirements (PEPR's)
4	PEPR - 7PI Program
5	PEPR - CI Program
6	PEPR - 8PT Program
7	PEPR - 9PI Program
8	PEPR - 9PT Program
9	PEPR - 15PI Program
10	PEPR - 18PI Program
11	PEPR - 18PIP Program
12	PEPR - 18ISA Program
13	PEPR - TIETP Program
14	PEPR - APSTP Program
15	PEPR - PSMTP Program
16	PEPR - SSATTP Program
17	PEPR - ATMTP Program
18	PEPR - ARPTP Program
19	PEPR - NWITP Program
20	PEPR - LMITP Program
21	PEPR - ALEPTP Program
22	PEPR - PITP Program
23	PEPR - PFCTP Program
24	PEPR - FITP Program
25	PEPR - DITP Program
26	PEPR - MLETP Program
27	PEPR - AMLETP Program
28	PEPR - BIA-14PT Program
29	PEPR - FAA-FAMTP Program